

# Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Intelligence School

DATE: 19 November 1958

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activities Report No. 46  
12 - 18 November 1958Introduction to Supervision

1. Introduction to Supervision for GS 9-11 started 17 November with 15 students, 8 DDI, 6 DDS, and 1 from the Office of the DCI. Eighteen were enrolled but three cancelled before the course began.

Management (Special)

1. After a detailed analysis of the mechanics of construction of the Workshop used at the University of Chicago, [ ] discussed with [ ] the apparent scope and nature of the effort necessary to adapt this technique for use in the proposed Special for the Office of Communications. [ ] is going to town on this "Command

General

1. [ ] and [ ] of the Registrar's Office, to develop a more efficient method of checking on "no-shows" on the first morning of each course. Also discussed were problems involved in "Green Sheet" data and the advisability of preparing clearer statements for the OTR catalog.

2. [ ] of the A&E Staff to further evaluate the "In-Basket" problem used in the Management course. A content analysis survey of test results in several colleges was received by [ ] from the contractor. These test results were compared to a number of responses given by Agency personnel and the differences were noted.

*That is, there are no differences in any major or significant responses that have*

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shown up so far. This is essentially  
an A & E research project, however,  
and it will have to go a lot further  
before any conclusions can be drawn  
that will be of use to Mgt. Inq. Meantime,  
the exercise itself is serving as an A-1  
teaching device.